



**EXECUTIVE ORDER NO. 2025-009**  
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**ESTABLISHING THE ORGANIZATIONAL COMPOSITION OF THE NAGA  
CITY COOPERATIVES DEVELOPMENT OFFICE (NCCDO) AND  
RECONSTITUTING THE NAGA CITY COOPERATIVES DEVELOPMENT  
COUNCIL (NCCDC)**

**WHEREAS**, Ordinance No. 2024-122 provides for the reorganization of the Naga City Cooperatives Development Office (NCCDO) and its establishment as a division under the City Mayor's office;

**WHEREAS**, Section 2 of aforesaid ordinance provides for the organizational structure of NCCDO, and creates certain sections therein;

**WHEREAS**, Resolution No. 2021-228 of the Sangguniang Panlungsod of Naga provides for the reconstitution of the Naga City Cooperatives Development Council (NCCDC) with reference to Ordinance No. 2015-002 on the creation of the NCCDC;

**WHEREAS**, Ordinance No. 2022-039 further provides for the updated guidelines on the structure, organization and operations of the NCCDC;

**WHEREAS**, in adherence to the aforementioned policy issuances, there is a need to provide for the organizational composition of the NCCDO and the reconstitution of the NCCDC;

**NOW THEREFORE, I, NELSON S. LEGACION**, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby order the following:

**SECTION 1. THE ORGANIZATIONAL COMPOSITION OF THE NCCDO.** The composition of the organizational structure of the Naga City Cooperatives Development Office (NCCDO) is hereby established as follows:



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Cooperatives Development Officer:	<b>John Paul N. Buendia</b> Supervising Cooperatives Development Specialist
Administrative and Support Services Section:	<b>Jasen C. Galvan</b> Admin Aide I ( <i>Casual</i> )- OIC
Cooperative Development Section:	<b>Joanel L. Paawan</b> Cooperatives Development Assistant, ( <i>CoS</i> )- OIC
Cooperative Monitoring, Research & Development Section	<b>Christian Jay N. Nara</b> Legal Assistant, ( <i>CoS</i> )- OIC

**SECTION 2. FUNCTIONS.** The established positions and sections under the Naga City Cooperatives Development Office (NCCDO) shall have the following functions:

- **Cooperatives Development Officer.** The Cooperatives Development Officer shall exercise over-all supervision and administrative control over the affairs, programs, and entire operations of the NCCDO.
- **Administrative & Support Services Section.** The Administrative and Support Services Section shall handle all services of the office relating to personnel information, data and records management, delivery and receipt of correspondence, furniture & fixtures, supplies, equipment, collection, disbursements, security, and custodial works, and ensuring therein the most economical, efficient, and effective delivery of such.
- **Cooperative Development Section (CDS).** The Cooperative Development Section shall be in charge of the promotion, the pre-organizational and registration assistances, and continuing enterprise development of the cooperatives. This section shall handle two (2) major programs, namely: (1) Comprehensive Cooperative Training & Development Program, and (2) Promotional and Organizational Development Program.



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- **Cooperative Monitoring, Research & Development Section (CMRDS).**  
The Cooperative Monitoring, Research & Development Section shall be in charge of the research and development, and shall monitor and assist the compliance of the cooperatives to the regulatory requirements of the Cooperative Development Authority (CDA). The CMRDS shall handle three (3) major programs, namely: (1) Monitoring and Evaluation Services; (2) Linkage and Networking Program; and (3) Mediation and Conciliation Program (Legal Service).

**SECTION 3. COMPOSITION OF NCCDC.** The Naga City Cooperatives Development Council (NCCDC) is hereby reconstituted to be composed of the members enumerated hereunder. Further, the NCCDC is hereby directed to initiate the coordination with the Cooperative Development Authority (CDA), City Mayor's Office, and other offices concerned, in naming the respective representatives of the identified cooperatives and their federations, NGOs, and NGAs, who shall seat as members of the NCCDC:

- **Hon. Ghiel G. Rosales**, Chairperson of the Committee on Manpower, Livelihood and Cooperatives Development
- **John Paul N. Buendia**, City Cooperatives Development Officer
- **Chairpersons of primary cooperatives** duly registered with CDA and accredited by the City Government of Naga, or their duly authorized representative
- **Chairpersons of Federations of Cooperatives** duly registered with CDA and accredited by the City Government of Naga, or their duly authorized representative
- **Official Representative of other NGOs** with cooperative programs as identified by the CDA and accredited by the City Government of Naga
- **City directors or respective official representatives of National Government Agencies (NGAs)** with cooperative programs including government financial institutions (GFIs) operating within Naga City



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**SECTION 4. HONORARY CHAIRPERSON.** The City Mayor shall serve as the honorary chairperson of the NCCDC.

**SECTION 5. NCCDC SECRETARIAT.** Pursuant to Section 9 of Ordinance No. 2022-039, the NCCDO shall serve as the secretariat of the NCCDC, and shall perform the following functions:

- a. Prepare the minutes and agenda and records the attendance and proceedings of all meetings of the Council;
- b. Serve notices of meetings to all members of the Council;
- c. Furnish the officers and members certified copies of the minutes of the meetings;
- d. Keep a register of the names and addresses of all members and keeps file of the laws, resolutions, and executive orders relevant to the creation of the Council;
- e. Perform all duties incidental to the office of the secretariat and those that may be assigned to it by the Chairperson and/or the Council.

**SECTION 6. JOINT UNDERTAKINGS OF THE NCCDO AND NCCDC.** Pursuant to DILG-CDA Joint Memorandum Circular No. 2019-01, the NCCDO, in coordination with the NCCDC, shall jointly undertake the following:

- a. Assist in the organization of cooperatives, including the preparation of registration documents and mandatory reports;
- b. Help establish cooperative linkages with government agencies and non-government organization involved in the promotion and integration of the concept of cooperatives in the livelihood of the people;
- c. Spearhead the formulation of the Naga City Cooperative Development Plan, consistent with the National Development Plan and the Philippines Cooperative Medium-Term Development Plan, to be incorporated in the Comprehensive Development Plan (CDP) and Annual Investment Plan (AIP) of Naga City Government of Naga;
- d. Initiate and implement the localized program of the City Government of Naga for cooperative promotion and development in line with the national policy on cooperative;
- e. Ensure the provision of technical guidance, financial assistance and other service to develop cooperatives into viable and responsive economic enterprises;



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- f. Provide training for the development of cooperatives in accordance with guidelines prescribed by CDA;
- g. Be in the frontline of cooperative organization, rehabilitation or viability enhancement, particularly during and in the aftermath of man-made and natural calamities and disaster, to aid in their survival and, if necessary subsequent rehabilitation;
- h. Identify cooperatives-related best practices for possible replication by the City Government of Naga and collaborate, consolidate, or coordinate efforts, services and resources with other LGU's relative to cooperative promotion, organization and development;
- i. Recommend to the Sanggunian Panlungsod and advise the City Mayor on all matters relative to cooperate development and viability-enhancement which will improve the livelihood and quality of life of Nagueños;
- j. Provide information as required by the cooperative Development Authority (CDA) in relation to its research projects;
- k. Perform such other function contributory to cooperative promotion, organization, development, as may be deemed necessary and in accordance with existing law, rules and regulations.


**SECTION 7. FUNDING.** Budgetary requirements for the operations of the Naga City Cooperatives Development Office in the performance of its functions, shall be sourced from the annual budget of the local government.

**SECTION 8. EFFECTIVITY.** This Executive Order shall take effect immediately.

Issued this 21<sup>st</sup> day of March, Two Thousand and Twenty-Five in the City of Naga, Philippines.

  
**NELSON S. LEGACION**  
City Mayor

Attested by:

  
**JOSELITO SA. DEL ROSARIO**  
City Administrator